

## Message Text

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ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 OPR-02 L-03 MMO-04 PER-03 SP-02

SCSE-00 PPTE-00 SCA-01 MED-03 /026 W

----- 018779

R 311137Z JUL 75

FM AMEMBASSY MONROVIA

TO SECSTATE WASHDC 6580

UNCLAS SECTION 1 OF 2 MONROVIA 4427

FOR DIRECTOR O/FADRC

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. BEGIN SUMMARY. FOLLOWING ARE FILES MAINTAINED AMEMBASSY  
MONROVIA WHICH MAY FALL UNDER PRIVACY ACT OF 1974 IN FORMAT  
REQUESTED REFTEL: END SUMMARY.

2. I. HEALTH RECORD

II. USG EMPLOYEES AND DEPENDENTS ASSIGNED TO MONROVIA

III. DOCUMENTATION OF MEDICAL HISTORY

IV. ITEM NO. 06002 RECORDS MANAGEMENT HANDBOOK

V. AT DISCRETION RMO AND/OR DG/MED

VI. --INDIVIDUAL FILE FOLDER

--BY NAME

--PHYSICAL SECURITY

--6 YEARS, THEN DESTROY

VII. REGIONAL MEDICAL OFFICER

VIII. LOCAL HOSPITALS AND DOCTORS, IF PERSON TREATED  
BY THEM, INDIVIDUAL INVOLVED AND RMO'S REPORTS

3. I. CONDUCT/DISCIPLINE FILE

II. AMERICAN EMPLOYEES OF US MISSION LIBERIA

III. DOCUMENTATION OF ANY CONDUCT/DISCIPLINE MATTER CONCERN-  
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ING AN AMERICAN EMPLOYEE OF US MISSION IN WHICH DCM BECOMES

OFFICIALLY INVOLVED

IV. 3 FAM 620

V. AMBASSADOR, DCM, AFFECTED EMPLOYEE AND ON NEED-TO-KNOW  
BASIS EMPLOYEE'S SUPERVISOR, ADMIN OFFICER AND PER OFFICER

VI. --FILE FOLDER

--BY NAME

--PHYSICAL SECURITY

--MAINTAINED UNTIL EMPLOYEE DEPARTS POST

VII. DEPUTY CHIEF OF MISSION

VIII. N/A

4. I. EQUAL EMPLOYEMENT OPPORTUNITY FILE

II. AMERICAN EMPLOYEES OF US MISSION LIBERIA

III. DOCUMENTATION INVOLVING EEO COMPLAINTS

IV. 3 FAM 131.44, 2 FAM 145, A-2168 DTD 3/27/75

V. AMBASSADOR, DCM, AFFECTED EMPLOYEE AND ON NEED-TO-KNOW  
BASIS EMPLOYEE'S SUPERVISOR, ADMIN OFFICER AND PER OFFICER

VI. --FILE FOLDER

--BY NAME

--PHYSICAL SECURITY

--MAINTAINED UNTIL ISSUE RESOLVED, OR EMPLOYEE DEPARTS

POST, WHICHEVER OCCURS LATER

VII. DEPUTY CHIEF OF MISSION (AS EEO COUNSELOR FOR EMBASSY)

VIII. N/A

5. I. OFFICIAL VISITORS FILE

II. USG VIPS

III. DOCUMENTATION ON THE PROGRAMMING AND ACTIVITIES OF  
ALL OFFICIAL VISITORS FOR WHICH DCM HAS CONTROL OFFICER  
RESPONSIBILITIES

IV. WORKING FILES REQUIRED FOR ADQUATE FUNCTIONING OF  
EMBASSY

V. MISSION PERSONNEL INVOLVED WITH VISITING OFFICIAL

VI. --FILE FOLDERS

--BY NAME

--PHYSICAL SECURITY, PERSONNEL SCREENING

--SIX MONTHS TO YEAR AFTER VISIT EXCEPT WHERE VISITOR LIKELY  
TO RETURN, THEN RETAINED AS LONG AS THE INDIVIDUAL REMAINS  
IN THE POSITION WHICH OCCASIONS HIS VISITING.

VII. DEPUTY CHIEF OF MISSION

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VIII. N/A

6. I. HANDWRITING SAMPLES, USG EMPLOYEES MAINTAINED FOR  
THE MONROVIA TASK FORCE ON TERRORISM

II. USG EMPLOYEES CURRENTLY ASSIGNED TO US MISSION LIBERIA

III. SEALED ENVELOPES CONTAINING HANDWRITING SAMPLES  
AND SENSITIVE INFORMATION ON USG EMPLOYEE, WRITTEN BY  
EMPLOYEE.

IV. STATE A-775 DTD 2/5/75, ENCOURAGING POST'S DEVELOPMENT OF CONTINGENCY PLAN FOR ACTS OF TERRORISM  
V. ENVELOPE AND CONTENTS ARE AVAILABLE TO MONROVIA TASK FORCE ON TERRORISM ONLY IN THE EVENT OF AN ACT OF TERRORISM AGAINST A SPECIFIC USG EMPLOYEE  
VI--SEALED AND LABELED ENVELOPE  
--BY NAME  
--PHYSICAL SECURITY  
--DESTROYED UPON DEPARTURE OF EMPLOYEE  
VII. ADMINISTRATIVE OFFICER  
VIII. N/A

7. I. POST VISA FILE  
II. NONIMMIGRANT VISA INFORMATION, FORM FS-257AS OF ALIENS WHO HAVE ADJUSTED STATUS TO THAT OF US LEGAL RESIDENT ALIEN AND FS-499'S OF ALL ALIENS ISSUED IMMIGRANT VISAS.  
III. POST VISA FILE GENERALLY CONTAINS ONLY INFORMATION RELATED TO NAME, DATE, PLACE OF BIRTH OF THE ALIEN AND ISSUANCE DATA OF THE VISA. IN ISOLATED CASES, IT CONTAINS INFORMATION OF VISA INELIGIBILITY THAT MAY HAVE BEEN WAIVED.  
IV. SECTION 221(B) OF THE IMMIGRATION AND NATIONALITY ACT OF 1952, AS AMENDED.  
V. PERSONNEL OF THE DEPARTMENT OF STATE

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ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 OPR-02 L-03 MMO-04 PER-03 SP-02

PPTE-00 SCA-01 SCSE-00 MED-03 /026 W  
----- 018943

R 311137Z JUL 75  
FM AMEMBASSY MONROVIA  
TO SECSTATE WASHDC 6581

UNCLAS SECTION 2 OF 2 MONROVIA 4427

FOR DIRECTOR O/FADRC

VI. --ON FORMS FS-499 OR FS-257A  
--BY NAME  
--PHYSICAL SECURITY

--FS-499 DESTROYED ONE YEAR AFTER ISSUANCE OF IMMIGRANT  
VISA; FS-57A MAY BE KEPT AS PART OF A PERMANENT RECORD  
IF AN APPARENTLY "TROUBLESOME" CASE

VII. CONSULAR OFFICER

VIII. INDIVIDUAL CONCERNED, OBSERVATIONS OF CONSULAR  
OFFICER

8. I. AMERICAN CITIZENS REGISTRATION FILE

II. AMERICAN CITIZENS AT THEIR REQUEST MAY BE REGISTERED  
AS CITIZENS

III. NAME, BIOGRAPHIC DATA, HOME AND FOREIGN ADDRESS,  
AND PLACE AND ISSUANCE OF U.S. PASSPORT

IV. E.O. 11295 OF AUGUST 5, 1966, AS SPECIFIED IN  
8 FAM 261.

V. FILE NORMALLY AVAILABLE ONLY TO DEPARTMENT OF STATE  
PERSONNEL

VI. --ON FORM FS-558

--BY NAME

--PHYSICAL SECURITY

--DESTROYED 5 YEARS AFTER INACTIVE STATUS

VII. CONSULAR OFFICER

VIII. INDIVIDUAL CONCERNED, OBSERVATIONS OF CONSULAR  
OFFICER

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9. I. PASSPORT AND CITIZENSHIP LOOKOUT FILE

II. AMERICAN CITIZENS UNDER WARRENTS OF ARREST,  
FUGITIVES, IMPOSTERS AND CASES OF STOLEN OR LOST PASS-  
PORTS LIKELY TO BE USED FOR FRAUD

III. CONTAINS BIOGRAPHIC DATA, CRIMINAL CHARGES, AND  
DEPARTMENT OF STATE NOTES

IV. AUTHORITY SPECIFIED IN 8 FAM 261

V. ACCESS NORMALLY AVAILABLE TO DEPARTMENT OF STATE  
PERSONNEL

VI. --DS-1692

--BY NAME

--PHYSICAL SECURITY

--DISPOSITION BY NOTIFICATION FROM DEPARTMENT OF STATE

VII. CONSULAR OFFICER

VIII. DEPARTMENT OF STATE

10. I. PASSPORT AND CITIZENSHIP CASE FILES

II. BACKGROUND INFORMATION OF CASES INVOLVING QUESTIONS  
OF CITIZENSHIP

III. CONTAINS BIOGRAPHIC DATA, CONSULAR OFFICER'S OBSER-  
VATIONS, DEPARTMENT'S OBSERVATIONS

IV. AUTHORITY SPECIFIED IN 8 FAM 261

V. NORMALLY AVAILABLE ONLY TO DEPARTMENT OF STATE PERSONNEL

VI. --INDIVIDUAL FILE FOLDERS

--BY NAME

--PHYSICAL SECURITY

--REVIEWED PERIODICALLY AND INACTIVE CASES OR PRE-1956 CASES INCORPORATED IN DEPARTMENT OF STATE FILES AT THE PASSPORT OFFICE.

VII. CONSULAR OFFICER

VIII. INDIVIDUAL CONCERNED, CONSULAR OFFICER'S OBSERVATIONS, INPUT FROM HOST GOVERNMENT IN CASES INVOLVING QUESTIONABLE NATIONALITY, DEPARTMENT'S OBSERVATIONS AND DECISIONS.

11. I. WELFARE AND WHEREABOUTS/SPECIAL CONSULAR SERVICES FILE

II. INFORMATION REGARDING CONSULAR ACTION INVOLVING AMERICAN CITIZENS. DUE TO SMALL VOLUME OF SUCH CASES, FILES INCLUDE NAMES OF PERSONS REQUESTING ANY WELFARE AND WHEREABOUTS ACTION, OR EXPERIENCING DIFFICULTIES WITH OTHER UNCLASSIFIED

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FEDERAL AGENCIES. ALSO INCLUDES CASES INVOLVING FRAUDULENT SCHEMES AND SWINDLERS, CRIMINAL ACTIVITY AND ARRESTS

III. CONTAINS INFORMATION REGARDING AMERICAN CITIZEN'S PROBLEMS WITH HOST GOVERNMENT OFFICIALS, CIRCUMSTANCES OF DESTITUTION OR ILLNESS, BIOGRAPHIC DATA, AND CONSULAR OFFICER'S OBSERVATIONS, AND NOTES AND HOST GOVERNMENT'S COMMUNICATIONS REGARDING ANY CRIMINAL BEHAVIOR

IV. AUTHORITY CONTAINED IN 7 FAM 201.3 AND 7 FAM 420

V. NORMALLY DEPARTMENT OF STATE PERSONNEL

VI. VI --FILE FOLDER

--BY NAME

--PHYSICAL SECURITY

--PERIODICALLY REVIEWED AND USUALLY DISPOSED OF ONE YEAR AFTER FINAL ACTION. CASES INVOLVING FRAUDULENT SCHEMES AND SWINDELERS AND OTHER CRIMINAL ACTIVITY ARE KEPT AS PART OF A PERMANENT RECORD, SINCE THEY INEVITABLY INVOLVE CONTROVERSY WITH HOST GOVERNMENT.

VII. CONSULAR OFFICER

VIII. INFORMATION GIVEN BY INDIVIDUALS CONCERNED, CONSULAR OFFICER'S OBSERVATIONS, COMMUNICATIONS FROM OTHER US FEDERAL AGENCIES, HOST GOVERNMENT OFFICIALS, AND RELATIVES OF CONCERNED CITIZENS.

12. I. BIOGRAPHIC DATA FILE

II. NAMES OF LIBERIANS ACTIVE IN NATIONAL OR INTERNATIONAL AFFAIRS. NOTE: WHILE THIS FILE INCLUDES ONLY CITIZENS OF LIBERIA AND OTHER FOREIGN COUNTRIES, IT IS LISTED HERE BECAUSE IT IS KNOWN TO INCLUDE THE NAMES OF CERTAIN INDIVIDUALS WHO ARE ALSO SIMULTANEOUSLY PERMANENT RESIDENT ALIENS OF THE US.

III. BIOGRAPHIC DATA

IV. 11 FAM 311

V. CLASSIFIED - AS STATED IN 11 FAM 311

VI. --INDIVIDUAL FILE FOLDERS

--NAE INDEXED

--PHYSICAL SECURITY

--RETAINED UNTIL INDIVIDUAL'S STATUS NO LONGER CONSIDERED TO  
MEET CRITERIA OF II ABOVE.

VII. COUNSELOR OF EMBASSY FOR POLITICAL AFFAIRS

VIII. ALL SOURCES. MANFULL

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 31 JUL 1975  
**Decaption Date:** 01 JAN 1960  
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**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
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**Original Handling Restrictions:** n/a  
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**To:** STATE  
**Type:** TE  
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